

**PRIVATE SCHOOL CHOICE PROGRAMS (PSCP)
NEW SCHOOL REGISTRATION CHECKLIST
2015-16 SCHOOL YEAR**

Please complete the following checklist and return this sheet along with the forms listed below by August 1, 2014. The forms must be completed accurately and received by DPI no later than 4:30 p.m. on August 1, 2014, in order for a private school to participate in the PSCP during the 2015-16 school year.

1. New School Registration Cover Letter:

_____ The school's administrator has read, in its entirety, the new school registration cover letter and understands the requirements that must be met by August 1, 2014 and December 15, 2014.

2. Notice of New School's Intent to Participate:

_____ "General Information Section" is complete and legible.

_____ The choice administrator has included the school's street address or a current mailing address.

_____ "Agreement/Signatures Section" is completed by administrator indicating the administrator agrees that compliance with program requirements constitutes a condition of receipt of funding under the program.

3. Auditor Fee and Form:

_____ The Auditor Fee Form is completed and the form along with a cashier's check made payable to the Department of Public Instruction in the amount of \$750 has been mailed to the **DPI Business Office** at the address listed on the auditor fee form. Please note that if it later determined that the fee for participation in 2015-16 is more than \$750, the adjustment payment will be due to the DPI no later than February 1, 2015.

4. Disclosure of Information Form & Policies:

_____ The choice administrator has completed the "General Information" section of the form and has signed the form.

_____ All of the school's board members have signed the form and have included an alternate address.

_____ All of the required polices and information listed on Page 2 of the form are attached as directed.

5. Continuing Eligibility Form:

_____ The Continuing Eligibility form is complete and the administrator has indicated on the form which of the four standards the new school will meet in 2015-16.

6. Anticipated Budget and Cash Flow Form:

_____ The budget form is complete with no errors.

_____ The administrator has signed the cover page of the budget form.

7. Preaccreditation:

_____ The administrator of the school has contacted one of the preaccrediting entities for information on the preaccreditation process to ensure that the school is preaccredited by **December 15, 2014.**

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